

**Minutes**  
**Historic District Commission Meeting**  
**Monday, March 16, 2015**  
**Town Hall Meeting Room, Old Town Road**  
**7:00pm**

**Present:** Members: Chair William Penn, Vice Chair Martha Ball, Claire McQueeney, Mark Vaillancourt and W. Douglas Gilpin, Jr. **Absent:** Dennis Riordan and Michael Ballard. Teressa Chmiel, Administrative Assistant was present for the recording of the minutes.

**Call to Order**

Chair William Penn called the meeting to order at 7:00pm.

**Matters from the Public not on the Agenda**

No public comment at this time.

**Approval of February 23, 2015 and March 3, 2015 minutes**

Ms. Ball made a motion, seconded by Mr. Gilpin to approve the minutes from February 23, 2015 and March 3, 2015 with minor changes.

5 Ayes (Penn, Ball, McQueeney, Vaillancourt, and Gilpin)  
2 Absent (Riordan and Ballard)

0 Nays

**Final:**

**Frederick and Deborah Howarth. Plat 6, Lot 156.** Application by Frederick and Deborah Howarth to install four 6"x6" posts to support an upper deck.

Deborah Howarth property owner presented. Ms. Howarth explained in the 1980's a deck was constructed on the second level of the building. The deck was not constructed of pressure treated material, and in order to maintain the integrity of the 6' wide deck, the applicant asked to have the deck supported with four 16' pressure treated 6"x6" posts as presented in the photograph. The posts will be anchored in cement and position under the header and the skirt. Mr. Gilpin stated for the record he advised the applicants on putting together an application to submit to the Commission. Mr. Penn asked about a 45 degree brace. Mr. Gilpin noted this may be a solution, as he has seen this done elsewhere, but will require engineering. Ms. Howarth explained they didn't take this approach, because it seemed less attractive. Mr. Vaillancourt preferred the brace as this design would eliminate digging and post supports. Ms. Ball was also in favor, she noted this keeps it open under the deck.

Mr. Penn made a motion, second by Mr. Gilpin, to defer action on the application until an alternative support to the decking is submitted.

5 Ayes (Penn, Ball, McQueeney, Vaillancourt, and Gilpin)  
2 Absent (Riordan and Ballard)

0 Nays

**Thomas Theve, ETAL. Plat 7, Lot 35.** Application by Clifford Theve to remove a chimney.

Clifford and Janet Theve property owners presented. Mr. Theve summarized the problem of the deterioration and the history of trying to fix the nonfunctioning leaking chimney. His property is located next to the Spring House Annex. He submitted photographs of the exterior brick chimney that is original to the house including photos showing damage to the interior. Mr. Theve discussed the following attempts, as owners they tried to address the problem to stop the leaking:

- The chimney was capped with stainless steel; and
- Capped again and replaced with concrete;
- The chimney was sealed with a sealant;
- The chimney was flashed;
- The chimney was repointed; and finally
- The roof was replaced and again the chimney was flashed.

Mr. and Mrs. Theve stated four professionals have looked at the problem including Mr. Vaillancourt. Mr. Vaillancourt discussed the condition of the bricks, which are falling apart. He discussed two solutions (1) remove the chimney (which the owners are asking for) or (2) take the chimney down for repair and reinstall. The second approach becomes costly estimated around \$20,000.00 and the chimney is nonfunctioning.

Ms. McQueeney made a motion, seconded by Ms. Ball to approve the removal of the white chimney on the Theve House located on Spring Street, Plat 7, Lot 35 based on the following findings of fact:

- The contributing structure is located in the Historic District known as the Art Ellis House;
- The general overall state of the house is a testimony to the Theve's being wonderful stewards of the property;
- The approval is for the removal of the historical chimney;
- The owners have tried many solutions to correct the leaking;
- The Commission looks at every project on an individual application; the decision is based site by site case.

4 Ayes (Penn, Ball, McQueeney, and Gilpin)  
2 Absent (Riordan and Ballard)

0 Nays  
1 Recuse (Vaillancourt)

Ms. Ball asked for a photo file to be created to reference properties in the Historic District.

**Town of New Shoreham. Plat 6, Lot 146.** Application by Margaret Comings to install a new terrace in the Mary D. Park.

Mr. Gilpin recused himself.

Margaret Comings appeared on behalf of the Town of New Shoreham. Ms. Comings explained the design follows the terrain showing 3 benches grouped together around the marker of Mary Donnelly as well as placement of a single bench. In comparison to Esta Park the footage is smaller. Plantings will be placed on the right of the park. Mr. Penn voiced his concern of the amount of brick and Ms. Ball was in agreement. Ms. Comings stated she could have the maker moved a 1' ½" closer (the pavers will begin at the edge of the marker). The Commission is in consensus that they would like to see a site plan.

Mr. Penn made a motion, seconded by Mr. Vaillancourt for approval of the application for Plat 6, Lot 146, Town of New Shoreham for preliminary approval of siting based on the final approval subject to the final site plan.

4 Ayes (Penn, Ball, McQueeny, and Vaillancourt)  
2 Absent (Riordan and Ballard)

0 Nays  
1 Recuse (Gilpin)

#### **Signs:**

**Frederick and Deborah Howarth. Plat 6, Lot 157.** Application by Paige Gaffett and Felicia Cinquegrana of Heart Space to install new signage and an A-frame sign.

Paige Gaffett co-owner of Heart Space presented. Ms. Gaffett explained that they are seeking approval for an A-frame and a hanging sign for their new business Heart Space. The A-frame sign will be located on the patio/deck area visible from Ernie's, the measurement of the frame is 2' x 3', painted with chalk board paint. The hanging sign will be located beside the stairs as shown in the photograph; 8' from the side walk, the sign is made up of 4 sections connected with a chain. The Commission was concern about the connection and asked the applicant to attach the bottom of the sign so that the connection will be solid.

Mr. Penn made a motion, seconded by Mr. Gilpin, to approve new signage for Heart Space, Plat 6, Lot 157, Frederick and Deborah Howarth based on the following findings of fact:

- The approval is for a two sided hanging panel sign, the bottom of the sign must be attached;
- The hanging sign will be either white or natural wood per the applicants preference;
- The applicant submitted fonts, letter heights, colors, measurements, materials, locations of the signs as well as a completed sign tabulation;
- The total area of the proposed signage is less than the maximum allowable number of square feet permitted, as required under Section 504(C)(2c) of the Zoning Ordinance; and
- The proposed portable A-frame sign meets the requirements under Section 504(C)(2d) of the Zoning Ordinance.

5 Ayes (Penn, Ball, McQueeny, Vaillancourt, and Gilpin)  
2 Absent (Riordan and Ballard)

0 Nays

**Ratify to change the location of the observation platform for Plat 5, Lot 5-3 and 5-5, BI Land Trust & BI Conservancy, Solviken Property.**

Derek Van Lent presented. Mr. Van Lent explained that the relocation of the observation deck was necessary to protect the native coastal vegetation.

Ms. McQueeny made a motion to ratify the administrative change to the observation platform for Plat 5, Lot 5-3 and 5-5, BI Land Trust and BI Conservancy, Soloviken Property.

**Correspondence**

Received a letter dated March 9, 2015 from Dina Montesanto, Clayhead Salon & Spa to the Historic District Commission re: signage.

The Commission received a letter from Dina Montesanto, Clayhead Salon & Spa dated March 9, 2015. Ms. Montesanto and Jennifer Phillips tenants of the Building spoke from the audience. They asked if the Commission would consider holding a work session to review a proposed signage plan of the building. The Commission scheduled a work session for March 26, 2015 at 12:00pm.

**New Business**

Discuss/Recommend the Building Official inspect the building located at 103 Chapel Street in compliance with the Property Maintenance Code.

Mr. Penn addressed Kim Gaffett owner of the building located at 103 Chapel Street. He stated to Ms. Gaffett that the Commission has received a number of complaints regarding the deterioration and safety concerns for the building. He stated that unless a plan is put into place the Commission will ask that the Building Official to condemn the building. Ms. Gaffett stated the plan is to board up the windows and secure the building. Mr. Gilpin suggested that within 60 days to secure the building and provide a short and long range plan. Ms. Gaffett acknowledged that as a courtesy she would submit a plan.

Discuss/Act on the January 14, 2015 meeting of the Planning Board re: Historic District Commission amendment to the New Shoreham Zoning Ordinance, Article 5, Section 504-Signs.

Mr. Penn asked Mr. Gilpin to put together a draft memo for the Planning Board in respond to the Town Planner, Jane Weidman's questions on the proposed changes to the sign ordinance.

The Commission was in consensus to include the dimension of a flag to be no greater than 3'x5'.

**Adjournment.**

Ms. McQueeney made a motion, seconded by Mr. Gilpin, to adjourn the meeting at 9:04pm.

5 Ayes (Penn, Ball, McQueeney, Vaillancourt, and Gilpin)

0 Nays

2 Absent (Riordan and Ballard)

Respectfully submitted,

Teressa L. Chmiel

Administrative Assistant Building & Land Use Department

Approved: April 20, 2015